

CHAPTER 1
ADMINISTRATION AND FINANCE

SECTION 1.1 ADMINISTRATIVE FEES

Section 1.1.1 Detail Pay

Police Personnel:	\$40.00/hour per employee
Fire Personnel:	\$42.00 /hour per employee
Public Works Personnel:	\$22.00/hour per employee
Parks and Recreation Personnel:	\$22.00/hour per employee

Section 1.1.2 Open Records Requests

1. Administrative Charges: Administrative charges for search, retrieval, and other direct administrative costs not to exceed the salary of the lowest paid full-time employee who, in the discretion of the custodian of the records, has the necessary skill and training to perform the request. Administrative charges shall be no less than \$15.00 per hour or and no more than **\$60.00** per hour.
2. Ordinances: Available Online
3. Certified Copies: **\$2.00**/page and/or document
4. Copy of Public Records: **\$0.10**/per page up to 8 ½ x 14
 - a) **De minimis Rule: Up to first 10 pages at a rate of \$0.10/page will be at no cost if the records can be produced within 15 minutes and no redaction is necessary.**
 - b) **11 x 17 sized paper will be charged \$0.15/page**
 - c) **Maps – See Community Development – Section 2.3 GIS Data**
 - d) **Police Records – See Woodstock Fee Schedule – Chapter 6**
5. CD's: **\$0.35** per CD plus administrative charges, if applicable.
6. Recordings Copied to Flash Drive: No charge for first fifteen minutes (customer must provide flash drive) (Administrative charges will apply for anything after the first fifteen minutes.)
7. Photographs: Actual Reproduction costs and administrative costs (if applicable) will be charged.
8. Research Time: First 15 minutes at no cost pursuant to State Law. Administrative Charges apply thereafter.
9. Inspection of Records: Public documents are available for review and inspection at no charge to the requestor unless one or more of the following conditions apply:

- a) The custodian of the records has to conduct a search and retrieval of the records out of storage for which the administrative charges will be charged to the requestor (minus the first 15 minutes);
- b) Copies are requested – then administrative and copy charges will apply (if applicable);
- c) The document can only be found on a city employee's computer– if that is the case, the document will have to be printed (and/or redacted if applicable) and copy and administrative charges will apply. The general public is restricted from access to City computers.
- d) The custodian of the records must be present with the requestor while the requestor searches through files. The requestor will be charged for the Administrative Costs associated with this type of request (minus the first 15 minutes.)

10. Emailing of Documents

The custodian of records may email a document(s) to a requestor at no charge if the following conditions apply:

- a) The document is an electronic document that can be retrieved within the first 15 minutes;
- b) And the document does not have to be redacted and copied before it can be emailed;
- c) And the document is not an exempt document under the open records act for public disclosure;
- d) And the document size does not exceed the allowable size for emailing as directed by the Information Technology Department.

SECTION 1.2 FINANCE

Section 1.2.1 Taxes

- 1. Cable Franchise Ordinance: 3% to 5%
- 2. Hotel/Motel Tax: 8% of Gross Receipts (Due monthly – 20th of month)
- 3. Motor Vehicle Rental Tax: 3%
- 4. Phone Tax: 3%

Section 1.2.2 Miscellaneous Fees/Charges *Cross Reference 7.1.2 (7) and (8)*

1. Returned Checks \$30 per occurrence
2. Stop Payment Fee \$30 per occurrence
3. Bad Debt Collection Charge: Once an account is turned over to a Collection Agency, up to \$165.00 of the bill is kept by the collection agency as a fee. The City will apply this as an additional charge to the customers account/invoice in order to recoup the expense.
4. Convenience Fees

A, Electronic Check Fees (eCheck)

\$1.00 less than or equal to \$5000

\$1.00 greater than \$5000.00, per payment transaction for the following payment types: Utility Payments; Business Permits; Parks and Recreation; Miscellaneous Receivables

B. Credit/Debit Card Fee Schedule

\$2.95 per payment transaction, when credit cards are used. Client selected fee does not include American Express for the following payment type: Utility Payments

\$1.00 per payment transaction, when debit cards are used for the following payment type: Utility Payments

And

\$3.95 per payment transaction, when credit cards are used. Client selected fee does not include American Express for the following payment types: Business Permits; Parks and Recreation; Miscellaneous Receivables.

\$1.95 per payment transaction, when debit cards are used for the following payment types: Business Permits; Parks and Recreation; Miscellaneous Receivables

C. Point-of-Sale (POS)

Service Fees:

\$2.95 per payment transaction, when credit cards are used. Client selected fee does not include American Express for the following payment type: Utility Payments

\$1.00 per payment transaction, when debit cards are used for the following payment type: Utility Payments

And

\$3.95 per payment transaction, when credit cards are used. Client selected fee does not include American Express for the following payment types: Business Permits; Parks and Recreation; Miscellaneous Receivables.

\$1.95 per payment transaction, when debit cards are used for the following payment types: Business Permits; Parks and Recreation; Miscellaneous Receivables

Section 1.2.3 Property Taxes

1. Millage Rate: Set by the Mayor and Council Annually
2. Delinquent Taxes:
 - a) When taxes become 30 days past due, a Fi.Fa. (tax lien) is placed on the account and a recording fee is charged (O.C.G.A. 48-3-3).
 - b) If taxes become 90 days past due, a penalty of 10% or \$10.00, whichever is greater, is added to the balance (O.C.G.A. 48- 2-44).
 - c) Interest at a rate of 1% of the original tax amount is added on 1st day taxes become past due and every 30 days thereafter until the balance is paid in full (O.C.G.A. 48-2-40).